



# POLICY & PROCEDURE DEVELOPMENT

# Introduction

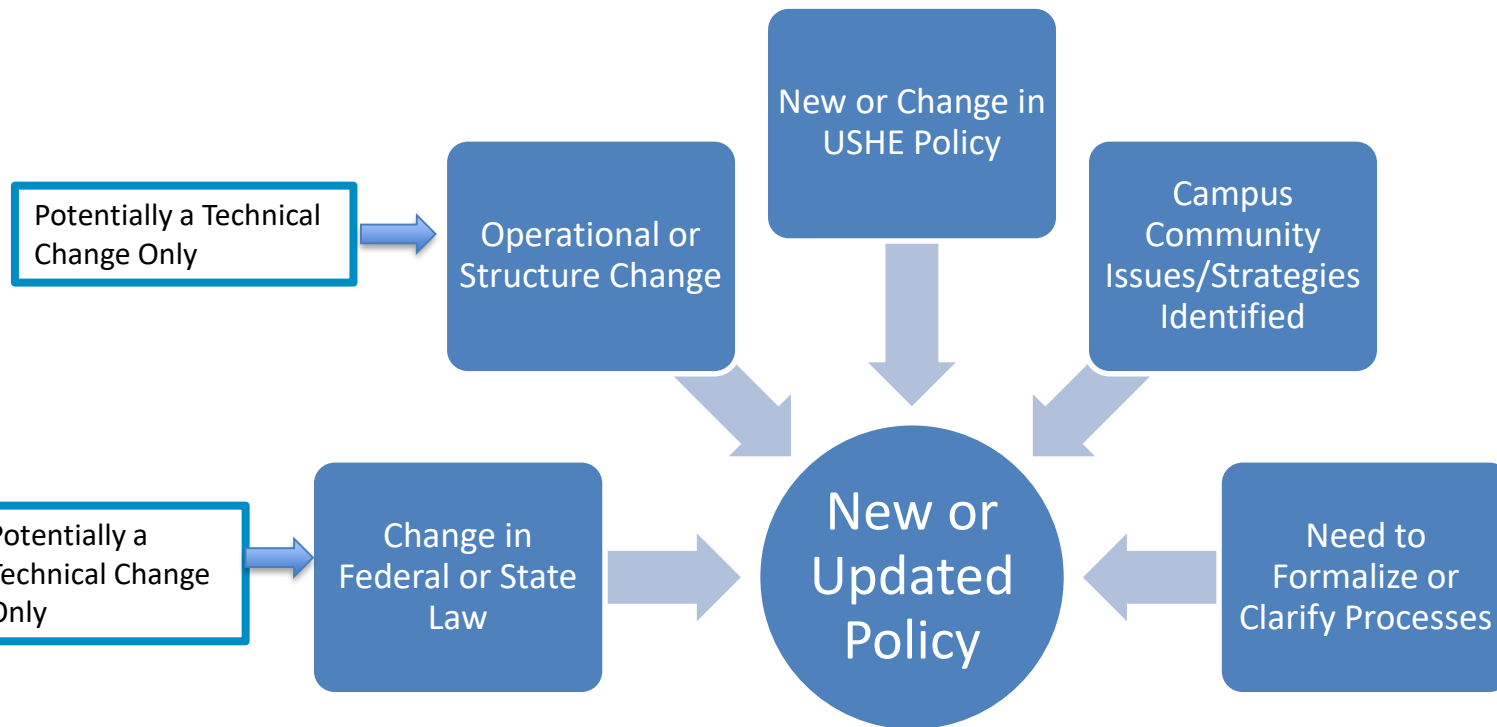
- **Authority for Development of Policies**
- **Reasons to Create or Update Policy & Procedure**
- **Soliciting and Evaluating Stakeholder Input**
- **Policy Development Process**
- **Updating Policies and Addressing Unintended Consequences**

# Authority for Policy Development & Definitions

- [Utah Code, 53B-2-106](#): Broad delegation of authority to President “ . . . to ensure the effective and **efficient administration and operation** of the institution of higher education . . . “
- [SLCC Policy & Procedure Chapter 1, Section 1.08](#): “Policies are the responsibility of the Board and the Board has authorized the President to **enact procedures and rules** for administration and operation of the institution . . . “
- **Policy**: A **general statement** addressing governance, philosophies, principles or broad concepts inherent in carrying out the programs of the College.
- **Procedure**: The written **steps** necessary to appropriately and **uniformly perform** a task in carrying out the activities of the College.
- **Substantive Changes**: Revisions which **impact rights, responsibilities and procedure** which require 15 day College-wide review.
- **Technical Changes**: **Administrative non-substantive** revisions which do not require 15 day College-wide review, but Cabinet approval only (i.e., titles, departments, etc.).

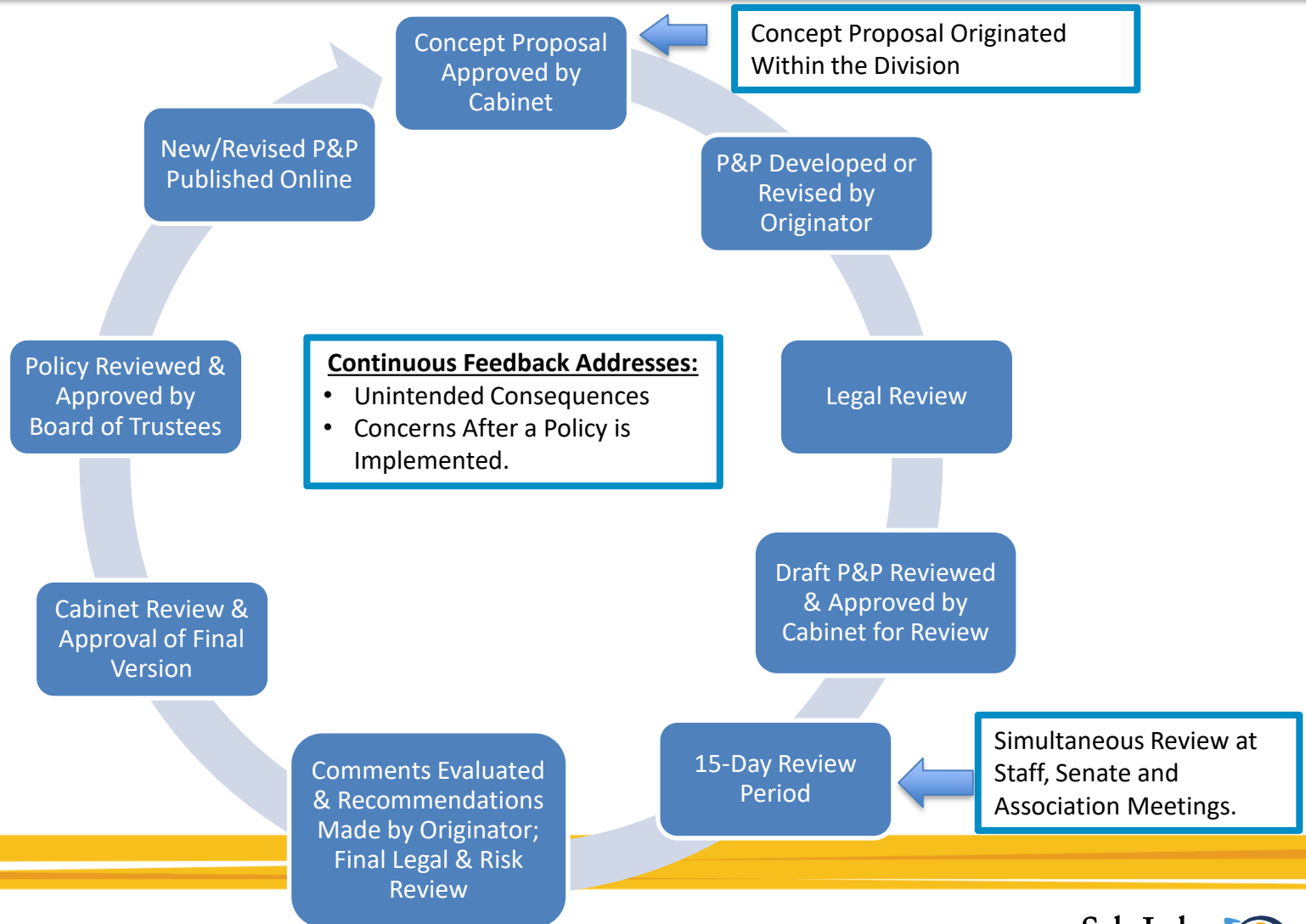
# Reasons to Create or Update Policy & Procedure

- **Concept Proposals** are submitted through line **supervisors to Cabinet Members**, who **seek approval from the Cabinet** to move a proposal forward.





# The Process of Policy & Procedure (P&P) Development



# Key Terms in Policy & Procedure (P&P) Development

- **ORIGINATOR:** The **staff** member who is charged with **developing, managing and administering** the P&P. The Originator is identified in each Policy.
- **CONTINUOUS FEEDBACK LOOP:** Campus Community Members **contact** policy Originators regarding P&P **implementation, interpretation, questions, unintended consequences or concerns**.
- **15-DAY REVIEW PERIOD:** All Senior Leadership Team members **facilitate review and solicit feedback** in meetings with faculty, staff and student stakeholders.
- **PUBLICATION:** All College Policies & Procedures are available on the **College's website**.
- **5-YEAR REVIEW:** Systematic **Cabinet review** of Policies & Procedures.

# Questions?